

FIFE ROAD CO-OPERATIVE HOMES INC.

# **Workshop & Conference Policy**

Approved by the Board of Directors March 5, 2020

# **WORKSHOP & CONFERENCE POLICY**

## **PREAMBLE**

The co-op wants to ensure that we have education available for as many members as possible to enrich our co-op community at Fife Road Co-operative Homes. The purpose of the policy is to set out guidelines to follow to ensure the process is transparent to our membership and to ensure all parties are aware of the responsibilities of attending training events where the co-op has invested funds to send members.

## **DEFINITIONS**

Manager - Independent staff working directly for Fife Road co-op, not referring to property management company staff

CHF Canada – Co-operative Housing Federation of Canada

COCHF – Central Ontario Co-operative Housing Federation

## **PURPOSE**

- The co-op supports opportunities for growth for its members and wants members to share their experience with the other members of Fife Road Co-op.
- From time to time the co-op may sponsor up to two board members to attend
- The costs of attending are paid for by the co-op, Lost wages are not covered for members attending
- The co-op may cost share with members who have partial coverage available to them
- The co-op strives to educate as many board members and members as possible, priority will be given to those individuals who have not recently attended

## **POLICY**

- 1.** The co-op will send the Manager of Fife Road co-op to education events annually as required by the Housing Services Act.
  - a.** When the budget will allow, the manager will attend the CHF Canada Education conference annually
- 2.** The co-op will send a board member to CHF Canada conference when the budget will allow, if the conference is in Ontario, and the budget allows, the co-op will send up to a maximum of 2 board members unless funding is available from outside organizations to cover the costs
  - a.** The board members attending the conference will be required to share a hotel room if they are of the same gender and a hotel stay is required
  - b.** In order for board members to be eligible to attend the conference, they must:
    - i.** Have regular attendance at board meetings and participating for entire meetings unless pre-approved by the board
    - ii.** Board members must be model members, following all of the co-op bylaws and policies
    - iii.** To be eligible for a CHF Canada conference, the board member must have been a board member for a minimum of 6 months (unless the board agrees that the conference would greatly benefit the board member and the community)
    - iv.** Board members interested in attending the CHF Canada Conference they can apply in writing to the Board of Directors. The request should include the reasons for attending and the relevance of the workshop/conference to the Fife Road Co-op community. Only board members in good standing may submit a request. The request has to be submitted well in advance of the workshop/conference so that there will be ample time for review by the board and to meet the early

bird registration deadline of the workshop/conference

- v. The board members who have not attended the conference will have the right of first refusal
- vi. If more board members have put their name forward to attend the CHF Canada Conference than has been budgeted, if possible the board will do a secret ballot to vote for the individuals who they feel would most benefit by attending the conference, if the majority of the board has put their name forward to attend, those board members who have not attended in the past will have their name placed on a paper and a name will be drawn to identify who will attend

## **REQUIREMENTS**

When the co-op sponsors a member to attend a workshop/conference the member will be responsible for attending the entire workshop/conference (if more than one course is included they must attend all courses) if the member fails to attend the workshop/conference the member will have to reimburse the costs to the co-op. Only circumstances beyond the control of the member will be acceptable for waiving this requirement. Voluntary cancellation of attendance shall be given (5) business days in advance (for conferences where a flight is required, 10 business days is required) The board will review this on a case by case basis.

The members are responsible for bringing back information to the co-op, this may be in the form of workshop/conference handouts or digital handouts. The member shall write a report for the co-op board within 30 days of attending the workshop/conference. The report shall not be less than one page (single spaced), the report shall also include conclusions and suggestions or recommendations.

If the board agrees with the ideas expressed in the report it may look at opportunities to work with the member to share it with the Fife Road Co-op community